AI 3025
Work Smarter With AI

Days: 1

Audience: Anyone who has interest in learning more about using AI for Microsoft productivity can take this course.

Prerequisites: Familiarity with Microsoft productivity applications, like Word, Excel, Outlook, and PowerPoint.

Description: Get more done and unleash your creativity with Microsoft Copilot, an AI-powered assistant that you can use for personal projects and work. In this course, you'll explore how to use Microsoft Copilot to help you research, find information, and generate effective content.

OUTLINE:

LESSON 1: WORK SMARTER WITH AI USING MICROSOFT COPILOT

- Understand Microsoft Copilot and Microsoft 365 Copilot
- Identify tasks with which Microsoft Copilot can assist
- Explore how Microsoft Copilot works
- Write effective prompts for Microsoft Copilot